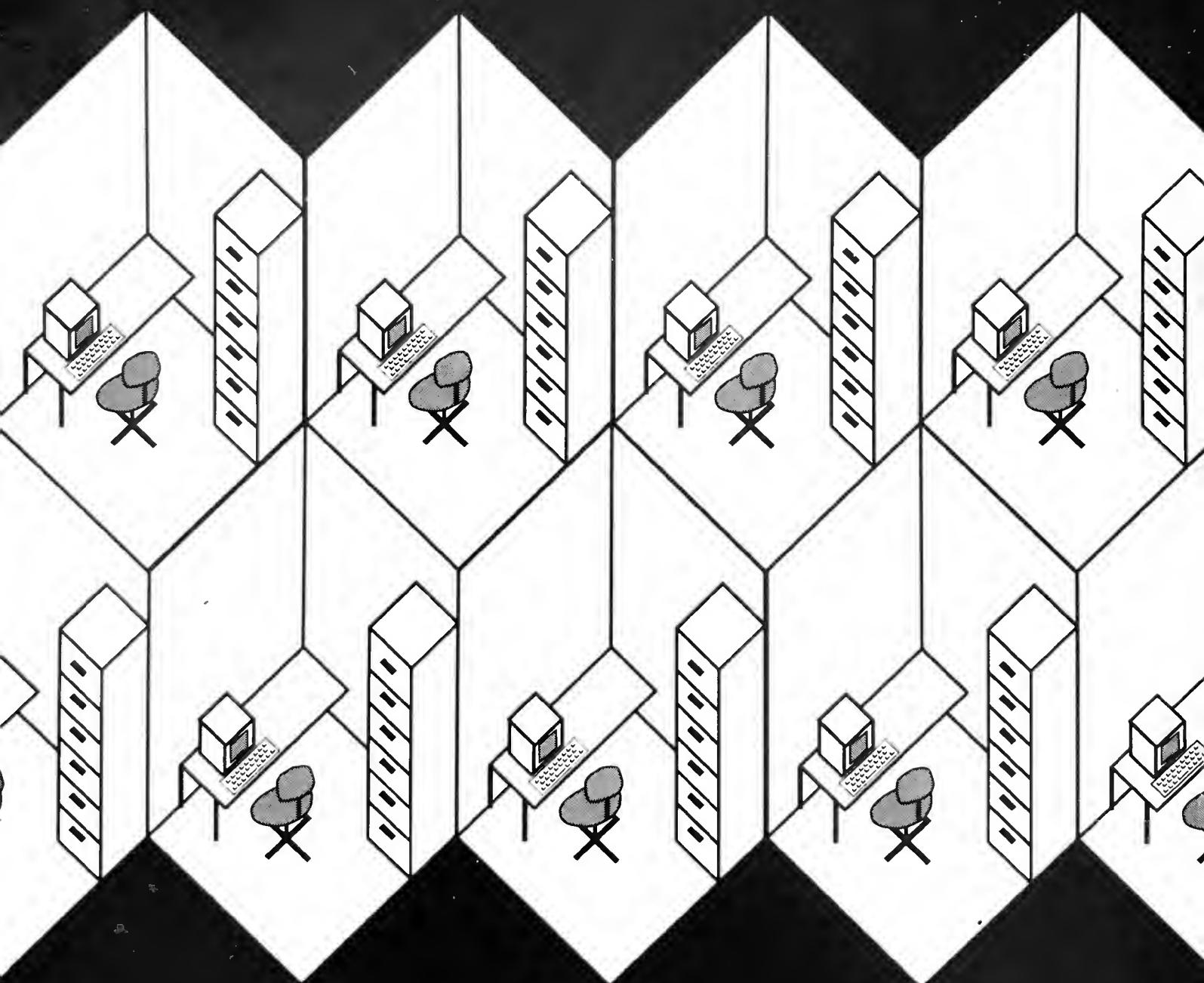


**A Dabhand Guide**

**BRUCE SMITH  
ROBIN BURTON**

# **Mini IT Office II**

**BBC B/B+/Master Series version**



**DABS  
PRESS**

# **Mini Office II:A Dabhand Guide Programs Disc**

© Robin Burton 1988

ISBN 1-870336-56-9 (5.25" version)

ISBN 1-870336-57-7 (3.5" version)

First edition October 1988

Mini Office II is published by Database Software, Europa House, Adlington Park, London Road, Adlington, Cheshire, SK10 5NP, telephone 0625 878888. MacAuthor is published by Icon Technology Ltd, Leicester, England. The Apple Macintosh and Laserwriter are produced by Apple Computer Inc. Within this manual, the letters BBC refer to the British Broadcasting Corporation. The terms BBC micro, Master 128, and Master Compact refer to the computers manufactured by Acorn Computers Ltd under licence from the BBC.

All rights reserved. No part of this book (except brief passages quoted for critical purposes) or any of the computer programs to which it relates may be reproduced or translated in any form, by any means mechanical electronic or otherwise without the prior written consent of the copyright holder.

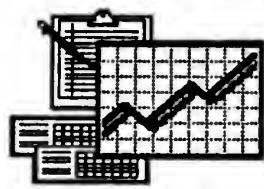
**Disclaimer:** Because neither Dabs Press nor the authors have any control over the way the material in this book and accompanying programs disc is used, no warranty is given or is implied as to the suitability of the advice or programs for any given application. No liability can be accepted for any consequential loss or damage, however caused, arising as a result of using the programs or advice printed in this book/programs disc.

Published by Dabs Press, 5 Victoria Lane, Whitefield, Manchester, M25 6AL Tel. 061-766-8423 Telecom Gold 72:MAG11596, Prestel 942876210. Typeset in 10pt Palatino by Dabs Press using the Acornsoft VIEW wordprocessor, MacAuthor, Apple Macintosh SE and LaserWriter II NT.

Printed and bound in the UK by Ernest Brown & Son, Sefton Street, Whitefield, Manchester (061-796 8750).

# Contents

---



<b>Introduction</b>	<b>4</b>
<b>Using the Disc</b>	<b>4</b>
<b>Wordprocessor Files</b>	<b>4</b>
<b>Database Files</b>	<b>4</b>
<b>Label Printer Files</b>	<b>5</b>
<b>Spreadsheet Files</b>	<b>5</b>
<b>Graphics Files</b>	<b>5</b>
<b>Utility Programs</b>	<b>5</b>
<b>The Help ROM(HELPROM)</b>	<b>6</b>
<b>The Spreadsheet Spooler (SPOOLER)</b>	<b>7</b>
<b>The Sideways Printer (SWPRINT)</b>	<b>8</b>
<b>SSPRT00</b>	<b>8</b>
<b>ASCISPL</b>	<b>8</b>
<b>PRNTSRC</b>	<b>8</b>

# Introduction

This disc contains the example files used in Mini Office II: A Dabhand Guide, plus several extra programs making Mini Office even easier to use.

The following is a list of the files contained on the disc. They are shown in groups, with a brief description of their purpose. Some are shown twice with cross references, so you can see which files can be used in each module. Even though they may not be directly referenced in the book, this is done in case you want to practise with alternative data formats. For ease of use there is a more detailed description of the files where necessary.

## Using The Disc

!BOOT	The auto-boot file which loads COPY40
COPY40	A BASIC program to convert to 80 track disc
README	A text file of information on the disc contents

The Mini Office II Programs Disc is produced in 40 track single density DFS format. Pressing <SHIFT-BREAK> will boot the disc and load 'COPY40' which will ask if your disc drive can read 40 track discs. If it can do this, but either the drive needs to be switched or the DFS needs to be told to do so, this should be done before you start.

If you reply 'Y' to this question the 'README' file will be '\*TYPED' in mode 3. 'README' contains an introduction to the disc and advice on backups.

If you reply 'N', indicating that neither your disc drive nor the DFS can handle 40 track discs the program 'COPY40' will continue. Follow the prompts, and all the files will be copied to a pre-formatted 80 track disc (which must be to hand) on either a single or a dual disc system.

## Wordprocessor Files

Lunar	The text file used in the editing exercises.
Alloy	The Alloy Aluminium template letter.
ADDRESS	See the Label Printer – may also be mail-merged.

## Database Files

MODBEX1	The completed customer address database file. It contains the records used in the database exercises.
SKLTON1	The empty template for MODBEX1.
ADDRESS	See Label Printer below.
SKLTON2	See Label Printer below.
AlloyDB	The Alloy mail merge database file.

## **Label Printer Files**

<b>ADDRESS</b>	The database name and address file created for the label printer exercise.
<b>SKLTON2</b>	The empty database template for ADDRESS.

## **Spreadsheet Files**

<b>SSEX1</b>	These are the spreadsheet example files at varying stages of completion. They aren't directly referenced in the book, but are included for your assistance should you get stuck or lose a file.
<b>SSEX2</b>	
<b>SSEX3</b>	
<b>SSEX4</b>	
<b>TDSHEET</b>	See Graphics below.

## **Graphics Files**

<b>TDSHEET</b>	The spreadsheet from which the graphics files TD2 to TD7 were extracted.
<b>TD2</b>	These are the extracted graphics data from rows 2 to 7 of TDSHEET, ready for immediate use in the graphics module. They are provided so that you can use the graphics module and follow the examples without the necessity to first become familiar with the operation of the spreadsheet.
<b>TD3</b>	
<b>TD4</b>	
<b>TD5</b>	
<b>TD6</b>	
<b>TD7</b>	

## **Utility Programs**

<b>HELPROM</b>	A Sideways RAM program which provides full wordprocessor help.
<b>ASCISPL</b>	The BASIC source program for SPOOLER.
<b>SPOOLER</b>	A machine code spooler for the spreadsheet.
<b>SWPRINT</b>	The BASIC program which loads SSPRINT.
<b>PRNTSRC</b>	The BASIC source program for SSPRINT.
<b>SSPRINT</b>	The machine code sideways print utility.
<b>SSPRT00</b>	A ready spooled printfile example from SSEX4.

## The \*HELP ROM (HELPROM)

HELPROM is a machine code ROM image which you can either load into Side-ways RAM when required, or can put in an EPROM for permanent fitting.

HELPROM responds only to \*HELP requests. It needs no user memory and cannot interfere with any other software in the micro. It is therefore totally safe and cannot cause any incompatibility. It may be loaded into any RAM bank or fitted in any ROM socket. When correctly installed the program will respond to "\*H." by displaying its name and action key, 'MO'.

The initial menu of topics is accessed by the command "\*H.MO". This menu offers help for each of the main functional areas of the Mini Office wordprocessor, as shown below. Each topic is accessed by simply pressing the letter shown against the particular menu item.

To return to the menu from one of the help screens, or to exit the HELPROM from the menu, press any key. To exit the HELPROM directly from any help screen press ESCAPE. During any display if the amount of data more than fills the screen, paged mode is enabled so you are presented with one screenful at a time. Pressing SHIFT will scroll to the next part of the display.

HELPROM can be used from within Mini Office, from any of the main menu selection screens, but most usefully of course from the wordprocessor. If you were editing text, for example, and found you needed to check a command, pressing 'ESCAPE' would take you to the wordprocessor menu and '\*H.MO' would display the main help menu. You could then check on the command for the facility required. On exiting HELPROM you would be back in the normal wordprocessor mode.

The best way to become familiar with HELPROM is to load it and have a look round. For your initial guidance the help topics are listed below, in the order that they appear on the HELPROM main menu. This menu also contains reminders on how to exit the program.

### Key Action

- A Page control
- B Page format
- C Printer commands
- D Mail merge commands
- E Editing - screen controls
- F Editing - text controls
- G Useful micro commands

## **A – Page control**

This shows the commands for controlling page based actions during output, such as headers, footers, page end messages etc.

## **B – Page format**

This shows the commands for controlling the format within a page, such as line length, line spacing, indents etc.

## **C – Printer Commands**

This shows the commands concerned with setting the print style, sending VDU and control codes etc.

## **D – Mail merge commands**

This shows the commands available for mail-merging database information into wordprocessor text.

## **E – Editing screen controls**

This shows all combinations of cursor movement, changing colours etc.

## **F – Editing text controls**

This shows all the commands for manipulating text when editing, including inserting, deleting, marking, block moves etc.

## **G – Useful micro commands**

This shows a list of the \* commands, including \*OPT disc commands, \*TV and a number of \*FX calls, which might be needed when setting up.

# **The Spreadsheet Spooler (SPOOLER)**

This is the machine code spooler for the spreadsheet. It diverts normal printed output so as to create ASCII files of formatted printer output. These files can then be re-processed by SWPRINT and SSPRINT (see next section) to enable the printing of large spreadsheets, too wide for your printer.

To spool the spreadsheet's printer output you should be in the spreadsheet, with the required sheet loaded which you intend to print. From the main spreadsheet menu simply enter "\*SPOOLER", and then proceed with printing operations as normal. To disable SPOOLER and revert to normal printer output after you have used it, press BREAK. Spooler does not interfere with any of the other normal operations of the spreadsheet, so you may load, edit and save sheets while SPOOLER is active.

Note that, since it is assumed that the printed sheet is too wide for the printer, all printer output is suppressed while SPOOLER is active. The data is instead written to a file called SSPRTnn, where nn is a number between zero and 99. If you were to load and 'print', say, ten spreadsheet files in succession, with SPOOLER active, files called SSPRT00 through to SSPRT09 would be created. These could then be printed as a batch, as described in

the next section. This method is used since sideways printing is carried out from BASIC, not from within Mini Office.

**Note:** Each time SPOOLER is re-loaded the spool-file number will start from 00 again, so if you spool then print files one at a time, each succeeding print file (00 again) will overwrite the previous one. As a precaution, ensure that there is enough free space on the disc for the file. If you use DFS it is wise to \*COMPACT before using SPOOLER, so as to avoid the 'Can't extend' error.

## The Sideways Printer (SWPRINT)

This is the BASIC program which loads SSPIRINT, and requests the number of the file to be printed. It is not necessary to know how wide or how big the print is, the programs will work this out for themselves.

To conserve memory, the print program uses Mode 7 and loads the spooled print file over the top of SWPRINT, so you must CHAIN "SWPRINT" for each file. If the sheet is too big to fit in memory, (unlikely, but possible as the spreadsheet expands when converted to print format), the program will tell you. In this case you must split the sheet into smaller sections. The maximum size is 255 characters wide and 60 lines deep in one pass.

## SSPRT00

This is a ready spooled spreadsheet print example so that you can try sideways printing immediately if you wish. To avoid being boring the example is not too long, (or is it 'too wide?') but it is certainly too large for normal printers. It is the print produced from the final version of the spreadsheet exercise in the book.

## ASCISPL

This is the source program, in BASIC, for SPOOLER, described above. You may, for example, wish to change its load address, currently set to &900.

## PRNTSRC

This is the source program, in BASIC, for SSPIRINT, called by SWPRINT. If you amend this program and re-assemble it, the program will also instruct you amend 'SWPRINT'. Do this or the program will not function correctly. The above two files are included so that you can modify the programs to your own requirements if you feel inclined.

## Mini Office II: A Dabhand Guide Examples Disc

Please note:

1. The disc does not do anything useful on 'SHIFT-BREAK'. The individual files are used by loading them in to the relevant part of Mini Office. For example, the 'LUNAR' file is not loaded by CHAIN "LUNAR" or \*LUNAR, it is loaded by entering the Mini Office word processor, then inserting this disc, selecting 'Load Text' and giving LUNAR as the filename. Pages 4 and 5 of the booklet show which module each file is appropriate to.
2. The spreadsheet spooler only works with the ROM version of Mini Office II, known as Instant Mini Office.

Dabs Press July 1989